



Maine Department of Transportation
Open Competitive
Vacancy Announcement
Office Assistant II

Bulletin 13-03

CODE: 6538

RANGE: 08

(\$22,318.40-\$31,262.40)

Value of State-paid Health & Dental Insurance

\$359.27 bi-weekly: Less than or equal to \$30,000.00 – 5% Employee Contribution of Premium

\$341.08 bi-weekly: Greater than \$30,000.00 or equal to \$79,999.00 – 10% Employee Contribution of Premium

Value of State's share of employee's retirement: 11.54 % of pay.

SEARCH OPENED: 01/14/13

CONTACT: Jean Higgins

CLOSING DATE: 01/29/13; 4:30 pm

TELEPHONE: (207) 624-3675

POSITION TYPE: Permanent full-time

LOCATION: Scarborough

POSITION #: 02500-1111

BUREAU/DIVISION: Maintenance & Operations

JOB DESCRIPTION: This is routine office and administrative support work performing routine, varied office support tasks often requiring the operation of technical office equipment. Responsibilities require making independent judgment in prioritizing assignments and selecting the most appropriate course of action within established operating procedures.

MINIMUM QUALIFICATIONS: Training, education, or experience in office and administrative support work that demonstrates 1) competency in applying a general knowledge of modern office practices to perform routine, varied office support tasks often requiring the operation of technical office equipment, and 2) the ability to use independent judgment in prioritizing the work and selecting the most appropriate course of action within set procedures.

SELECTION PROCESS: This posting may not allow time for employees not already on the register to be scored and placed on the register. **This is an "Apply Now" application method found at (http://www.maine.gov/bhr/state_jobs/open_jobs.shtml).** Employees on the register that are interested in this location but have not indicated so on their application may do so by calling the Bureau of Human Resources at 624-7761. This may or may not place them in the top six candidates, depending on their raw standing on the register. Qualified candidates will be certified to this Department from the existing register at the State Bureau of Human Resources. Internal transfers (those already in the above classification for MaineDOT) who are interested in an interview may contact **Jean Higgins, 207-624-3675** to be interviewed along with certified candidates.

PLEASE NOTE: AN EMPLOYEE WHO TRANSFERS TO A POSITION IN THE PRO/TECH, SUPERVISORY, OR ADMINISTRATIVE SERVICES BARGAINING UNITS OF MSEA MUST REMAIN IN THAT POSITION A MINIMUM OF SIX (6) MONTHS BEFORE HE/SHE IS ELIGIBLE TO APPLY FOR ANOTHER TRANSFER. THIS REQUIREMENT DOES NOT APPLY TO SEASONAL EMPLOYEES

MAY BE REPRODUCED TO SATISFY BULLETIN BOARD DISTRIBUTION

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